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ABSTRACT

The Brevard County School Board has issued this document detailing maintenance and custodial standards district wide for its schools. The document first addresses the general procedures and maintenance for the school, including universal precautions for the protection of the custodial staff. It then details maintenance and cleaning requirements for each area of the school, including classrooms, restrooms, cafeterias, gymnasiums, locker rooms, and corridors. Samples of facility custodial assessment forms; emergency lighting, fire extinguisher inspection, and air conditioner maintenance/service log sheets; and monthly custodial preventative maintenance forms are included. (GR)

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ED 437 816

Custodial Standards

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EF 005 653

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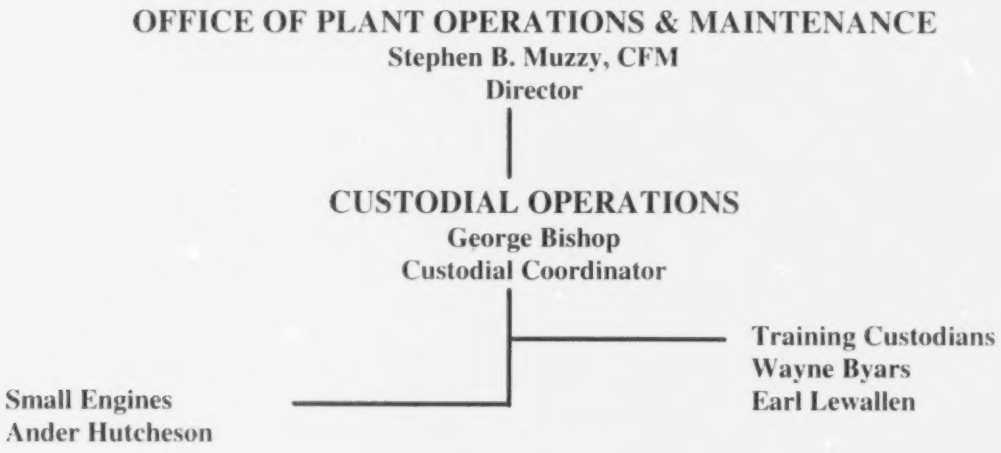
MISSION OF THE BREVARD COUNTY SCHOOL BOARD

The mission of the Brevard County School district, in the pioneering spirit of the space coast, is to serve every student so that academic and interpersonal excellence becomes the standard, leading to responsible/productive citizenship by involving students, parents, employees, and community; utilizing current technology; using resources efficiently; and solving problems creatively.

In accordance with this mission the Brevard County School Board has established a management objective as a priority 1 capital improvement to establish and implement maintenance and custodial standards district wide.

OFFICE OF PLANT OPERATIONS & MAINTENANCE OBJECTIVE

To provide a safe, secure, healthful environment to all facility occupants. We will strive to continuously improve our service processes and our customer satisfaction levels.



General Procedures

Work Orders Procedure

1. Head Custodian will log and follow-up work orders.
2. Head Custodians will be the primary source of initiation of work orders for entire facility.
3. Any W/O with no action for 60 days will be reported to the Fast Team Lead.
4. Head Custodian will participate in monthly walk through with FAST Team leads.

Inspections Requirements

5. Exit lights/batteries will be inspected monthly.
6. Fire Extinguishers will be inspected monthly, and a log maintained.
7. Emergency lighting will be inspected monthly.
8. A log will be maintained by all battery locations or in an accessible file indicating operational status.
9. Fire alarm systems will be tested. monthly. (PM SHEET)
10. Perform and log Preventative Maintenance on all lawn equipment monthly
11. Complete monthly Preventative Maintenance Form.

General Maintenance

12. Maintain a log of A/C maintenance to include service and filter change out monthly.
13. Knowledge of utility plans for the facility and posting of location map for easy access in custodial room.
14. Shut off utilities in emergencies and a map locating their existence.
15. Investigation of maintenance emergencies before call-in as needed.
16. Repair of "F" connectors on coaxial cables as needed.
17. Replace plugs on electrical cords as needed in accordance to all N.E.C. and Safety To Life codes.
18. Lubricate door locks as needed using an accepted lubricant. (CRC226)
19. Adjust door closure as needed.
20. Replace flushometers as needed.
21. All "minor" carpentry, plumbing, electrical, pressure washing, and painting repairs as needed.
22. Minor troubleshooting before calling maintenance as necessary.
23. Maintain MSDS file in main custodial room for custodial chemicals daily.
24. Universal Precautions will be in effect when possible exposure to contaminated fluids exists.
25. Use ladders, walk behind scrubbers lawnmowers, buffers, burmishers, small equipment, and tools consistent with job description.

Universal Precautions

⇒ Always wear protective gloves. Do not use gloves that have holes or tears.

⇒ Items that have been contaminated by body fluids should be discarded, if possible, by sealing in

⇒ leak - proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.

⇒ Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, ESPECIALLY your own face, with contaminated gloves. Discard gloves after use.

⇒ Treat all body fluid spills as if they were contaminated.

Classrooms

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and Terrazzo floors will be wet mopped weekly, or as necessary. Spots and stains will be removed daily.
7. Vinyl and Terrazzo floors will be scrubbed and recoated in a timely manner.
8. Vinyl and Terrazzo floors will have a burnishing program in place.
9. Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed from service when tattered or torn causing trip or other type hazards.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.
4. Chalkboards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Any tape on walls will be removed daily.
7. Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be corrected in a timely manner.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Replace damaged light covers.
5. Clean all light covers/globes as needed. (Minimum Biannually)
6. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced in a timely Manner.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges, tape.
2. Cobwebs removed daily.
3. Window sills will be free of dust and debris.

Classrooms cont.

4. All windows are to be closed and locked nightly.
5. All broken or non-functioning hardware shall be replaced in a timely manner.

Furniture

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Teacher desks will dusted without disturbing instructional material.
4. All secondary exits shall be kept free of obstructions and accessible.

Trash Receptacles

1. Emptied daily and replace liner as needed.
2. Sanitize receptacle as needed.
3. Damaged or unusable receptacles will be removed from service and replaced.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as needed.
2. Carpet will be shampooed periodically in its entirety.
3. Light fixtures will be cleaned periodically.
4. Gum removed from under furniture.
5. Exterior windows will be cleaned periodically.
6. Window coverings will be removed and cleaned periodically.
7. Computers will be maintained clean and dust free in accordance with Manufacturers guidelines.

Fixtures

1. Free of dust and graffiti
2. Telephones will be cleaned daily.

Restrooms

Floor Coverings

1. Will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants)
3. Floor drains will be flushed with bacteriostatic cleaner used in above standard. Daily.
4. Drain strainers will be replaced as needed.
5. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly. Bacteria eating enzymes will be introduced into the process as needed.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Window sills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or non functioning hardware will be replaced in a timely manner.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Plumbing fixtures will be cleaned daily.

Urinals

1. Bowls will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal.

Toilets

1. Bowl will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal.
5. Toilet seat will be maintained in a safe condition. Including safe mounting of toilet seat.

Restrooms cont.

Walls/Accessories

1. Walls will be free of fingerprints, smudges and graffiti.
2. Soap dispensers will be functional, filled and deposit free.
3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily.

Sanitary Receptacles

1. Will be emptied and liners changed daily.
2. Receptacle will be sanitized daily.
3. Sanitary napkin dispensers will be cleaned and refilled as necessary.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Replace damaged light covers.
5. Remove any litter or debris daily.
6. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced in a timely manner.

Trash Receptacles

1. Receptacle will be emptied daily and the liner replaced.
2. Receptacle will be sanitized as necessary.
3. Broken receptacles shall be removed from service and replaced.

Periodic Cleaning

1. Light covers will be cleaned periodically.
2. Floors will be scrubbed monthly.
3. Floors will be refinished as necessary.
4. Toilet/Urinal Bowls will be cleaned using bowl cleaner.
5. Walls will be washed in their entirety.
6. Exterior windows will be monthly.

Gymnasiums

Walls/Wall Coverings and doors

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.
4. Chalk boards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Doors will be cleaned and free of graffiti.
7. Doors will be checked for efficient operation
8. All secondary exits will be clear and free of obstacles during occupancy.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Window sills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or non functioning hardware will be replaced in a timely manner.

Bleachers

1. Will be maintained free of debris, dust and gum.
2. Will be free of graffiti.
3. Bench seating will be cleaned as necessary.
4. Damaged or missing seats will be repaired as necessary.
5. Perform monthly inspection of stadium seating.
6. Area beneath the bleachers will be cleaned and inspected, including hardware and rollers, weekly.

Floor Coverings

1. Gym floor surrounding areas:
    - Dust mopped daily using dust inhibiting product.
    - Spots and gum will be removed upon discovery.
2. Gym floor
    - Floor will be dust mopped twice daily at a minimum with manufacturers recommended dust inhibitor.
    - Spots and gum will be removed upon discovery.
    - During normal usage periods, damp mop weekly with neutral cleaner.
    - Floor should be scrubbed monthly

Trash Receptacles

1. Emptied daily and replace liner as needed.
2. Sanitize receptacle as needed.

Gymnasiums cont.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as needed.
2. Carpet will be shampooed periodically in its entirety.
3. Gym floor finishes will be maintained in a safe condition at all times.
4. Gym floors will be refinished as necessary.
5. Light fixtures will be cleaned periodically.
6. Gum removed from under furniture.
7. Exterior windows will be cleaned periodically.
8. Window coverings will be removed and cleaned periodically.
9. Replace burned out light bulbs in a timely manner.

Furniture

1. All flat surfaces will be dusted daily and free of graffiti.

Locker Rooms

Restrooms, Locker Areas, Shower Areas

Restrooms

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Shower heads will be operational and mildew free.

Urinals

1. Bowl will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal detergent.

Toilets

1. Bowl will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal.
5. Toilet seat will be maintained in a safe condition.

Walls/Accessories

1. Walls will be free of fingerprints, smudges, graffiti, and stains.
2. Soap dispensers will be functional, filled, and deposit free.
3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily and free of graffiti.

Locker Rooms cont.

Restrooms, Locker Areas, Shower Areas

Sanitary Receptacles
1. Will be emptied and liners changed daily.
2. Receptacle will be sanitized daily.
3. Sanitary napkin dispensers will be cleaned and refilled as necessary.

Ceilings
1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Replace damaged light covers
5. Remove any litter or debris.

Floor Coverings
1. Will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants)
3. Floor drains will be flushed with bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or a low speed scrubber monthly.
5. Floors will be free of mold and mildew in tile grout.

Trash Receptacles
1. Receptacle will be emptied daily and the liner replaced.
2. Receptacle will be sanitized as necessary.

Periodic Cleaning
1. Light covers will be cleaned periodically.
2. Floors will be scrubbed monthly.
3. Floors will be refinished as necessary.
4. Toilet/Urinal Bowls will be cleaned using bowl cleaner.
5. Walls will be washed in their entirety.
6. Exterior windows will be washed monthly.

Locker Rooms cont.

Restrooms, Locker Areas, Shower Areas

Locker Areas

Lockers

1. Will be free of dust and debris.
2. Lockers will be free of graffiti.
3. Lockers will be maintained in a safe operational condition at all times.
4. Interior and exterior of lockers will be cleaned at least annually.

Benches

1. Will be free of graffiti.
2. Will be wiped down daily with germicidal bacteriostatic cleaner (or product safe for your campus).

Floor Coverings

1. Will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants)
3. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly.
5. Floors will be free of mold and mildew in tile grout.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged light covers.
4. Remove any litter or debris.
5. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan
6. Clean all light covers/globes as needed. (Minimum Biannually)
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced in a timely manner.

Locker Rooms cont.

Restrooms, Locker Areas, Shower Areas

Shower Areas

1. Walls will be free of soap film.
2. Floors will be free of mold and mildew in tile grout.
3. Shower heads will be operational and mildew free.
4. Fixtures will be cleaned and polished daily.
5. Floor drains will be in place and free of debris.
6. Floors will be mopped daily with germicidal bacteriostatic cleaner(or product safe for your campus).
7. Floors will be scrubbed with a 175 scrubber, and brushed monthly.
8. Floors will be free of mold and mildew in tile grout.

Periodic Cleaning

1. Light covers will be cleaned periodically.
2. Floors will be scrubbed monthly.
3. Floors will be refinished as necessary.
4. Toilet/Urinal Bowls will be cleaned using bowl cleaner.
5. Walls will be washed in their entirety.
6. Exterior windows will be monthly.
7. Interior of lockers will be washed periodically.

Administrative Offices/Libraries/Auditoriums

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily. *
3. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and terrazzo floors will be mopped as needed.

* Single or Double occupancy offices will be vacuumed weekly.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.
3. Pencil sharpeners will be emptied daily.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Replace damaged light covers.
5. Clean all light covers/globes as needed. (Minimum Biannually)
6. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced in a timely manner.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Window sills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or non functional hardware will be replaced in a timely manner.

Furniture

1. All flat surfaces will be dusted daily.
2. Administrative desks will be dusted without disturbing administrative materials.
3. Bookshelves/Counter Tops will be wiped down as necessary.
4. 1/4 of Book shelving will be dusted daily.

Administrative Offices/Libraries/Auditoriums cont.

Trash Receptacles

1. Emptied daily and replace liner as needed.
2. Sanitize receptacle as needed.

Telephones

1. Hand sets will be wiped down daily with germicidal cleaner.
2. Telephones stations should be free of graffiti, gum etc.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as needed.
2. Carpet will be shampooed periodically in its entirety.
3. Light fixtures will be cleaned periodically.
4. Gum removed from under furniture.
5. Exterior windows will be cleaned monthly.
6. Window coverings will be removed and cleaned biannually.
7. Computers will be cleaned as needed according to Manufacturers specifications.

Science and Vocational/ Technical Laboratories

Floor Coverings

1. The floor will be free of all debris including corners.
2. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
3. Spots and gum on all floor coverings will be removed upon discovery.
4. Floor moldings will be maintained in a dust free condition.
5. Vinyl and terrazzo floors will be mopped as needed.
6. Concrete floors will be swept daily.
7. Foreign material will be cleaned and removed daily.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.
4. Chalk boards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Paper towel dispensers will be cleaned and replenished daily
7. Soap dispensers will be cleaned and replenished daily.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Replace damaged light covers.
5. Clean all light covers/globes as needed. (Minimum Biannually)
6. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced in a timely manner.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Window sills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or non functional hardware will be replaced in a timely manner.

Science and Vocational/ Technical Laboratories cont.

Furniture

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be free of graffiti.
3. 1/4 of Book shelving will be dusted daily.
4. Teacher desks will dusted without disturbing instructional material.
5. Unsecured lockers will be free of debris and litter.

Trash Receptacles

1. Emptied daily and replace liner as needed.
2. Sanitize receptacle as needed.
3. Broken or unsightly receptacles shall be removed from service and replaced.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped daily.
5. Chemical lavatories will be free of debris and wiped down as necessary.
6. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as needed.
2. Carpet will be shampooed periodically in its entirety.
3. Light fixtures will be cleaned periodically.
4. Gum removed from under furniture.
5. Exterior windows will be cleaned periodically.
6. Window coverings will be removed and cleaned periodically.
7. Broken glass receptacles will be emptied as necessary.
8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.
9. Computers shall be cleaned according to Manufacturers specifications.

Clinic Rooms

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots and gum on all floors will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and terrazzo floors will be mopped daily with germicidal.

Walls/Wall Covering

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs in a timely manner.
3. Replace damaged ceiling tiles and report to Head Custodian for review of school asbestos management plan.
4. Replace damaged light covers.
5. Clean all light covers/globes as needed. (Minimum Biannually)
6. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced in a timely manner.

Windows/Window Sills

1. 1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Window sills will be free of dust and debris.
1. All windows will be closed and locked nightly.
4. Broken or non functioning hardware will be replaced in a timely manner.

Furniture

1. All flat surfaces will be dusted daily.
2. All furniture in contact with patients will be wiped down daily with germicidal.

Clinic Rooms cont.

Trash Receptacles

1. Emptied daily and replace liner as needed.
2. Full Sharps containers will be removed and stored for pick-up in a biohazard designated area.
3. Full infectious waste containers will be removed and stored for pick-up in a biohazard designated area.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal.
5. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Carpet will be shampooed.
2. Vinyl/Terrazzo finishes will be maintained as needed.
3. Light fixtures will be cleaned.
4. Gum removed from the furniture.
5. Exterior windows will be cleaned.
6. Window coverings will be removed and cleaned.
7. Floors will be scrubbed periodically in treatment rooms using germicidal detergent.

Corridors

Floor Covering

1. The floor will be free of debris including corners.
2. Carpeted floors will be vacuumed at least once per day.
3. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated mop.
4. Spots and gum on the floor covering will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Sweep /vacuum interior stairways.
7. Vinyl and terrazzo floors will be mopped daily with germicidal.

Walls/Wall Coverings/Trophy Cases/Fixtures

1. Dust and remove all fingerprints and smudges.
2. Wall coverings and lockers will be dust free.
3. Trophy case glass will free of smudges, streaks, and dust.
4. In the case of locked trophy cases it shall be the custodian's responsibility to obtain a key and clean as necessary.

Furniture

1. All flat surfaces will be dusted daily.

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks, and dust.

A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.

B. The mouthpiece, basin, and exterior will be sanitized daily.

C. Fountains will be operational, no drainage problem, and water flow will be adequate.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs /tubes in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of schools asbestos management plan.
4. Replace damaged light covers.
5. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced in a timely manner.

6. Clean all light covers/globes as needed. (Minimum Biannually)

Corridors cont.

Periodic Cleaning

1. Vinyl/Terrazzo finishes will be maintained daily.
2. Carpet will be shampooed periodically in its entirety.
3. Light fixtures will be cleaned biannually.
4. Gum will be removed from under furniture.
5. Exterior windows will be cleaned monthly.
6. Window coverings will be removed and cleaned periodically.

Entrances

Floor Covering

1. Sweep outside entrance ramp to main sidewalk or driveway as necessary.
2. Vacuum/sweep mats daily.
3. Pick up dirt, trash, and leaves daily.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out entrance lamps and exit lamps in a timely manner.

Doors

1. Both sides of door glass will be free of tape, smudges and fingerprints.
2. Lock and unlock doors at appointed times.

Periodic Cleaning

1. Sweep exterior stairways weekly.
2. Wash light fixtures as needed.
3. Clean vents and louvers as needed.
4. Carpet type mats will be water extracted monthly.

Cafeteria

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots, stains and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and Terrazzo floors will be mopped daily with a germicidal cleaner.
7. Vinyl and Terrazzo floors will be scrubbed and recoated in a timely manner.
8. Vinyl and Terrazzo floors will have a burnishing program in place.
9. Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed from service when tattered or torn causing trip or other type hazards.

Walls/Wall Coverings

1. Dust and remove all smudges, fingerprints, and other foreign debris.
2. Wall coverings will be dust free.

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks, and dust.
   A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
   B. The mouthpiece, basin, and exterior will be sanitized daily.
   C. Fountains will be operational, no drainage problem, and water flow will be adequate.

Ceilings

1. Remove cobwebs as they occur.
2. Replace burned out light bulbs /tubes in a timely manner.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of schools asbestos management plan.
4. Replace damaged light covers.
5. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced in a timely manner.
6. Clean all light covers/globes as needed. (Minimum Biannually)

Furniture

1. All table tops will be washed daily, maintained throughout the lunch period.

Cafeteria cont.

Trash Receptacles

1. Emptied thorough the lunch period and replace liners.
2. Sanitize receptacles weekly.
3. Receptacles that are broken or unsightly shall be removed from service and replaced..

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal.

Periodic Cleaning

1. Vinyl/Terrazzo Floors will be maintained daily .
2. Carpet will be shampooed monthly in its entirety.
3. Light fixtures will be cleaned biannually.
4. Gum removed from under furniture.
5. All chairs/benches will be wiped on all surfaces periodically to include the legs and under seat.
6. All folding tables will be inspected quarterly for defects.
7. Replace any leaking garbage receptacles that may cause a slip or fall.

Cafeteria cont.

Kitchen Floor/Hood

Floor Coverings

1. Floors will be cleaned biannually during the summer and during Christmas breaks. Vinyl/Terrazzo/Ceramic floors will then be sealed.

Hood Filters

1. Cafeteria hood filters will be removed and replaced annually by the custodial staff. *

* Cafeteria staff is responsible for cleaning. Hoods will be cleaned annually by Contracted Services.

Exterior

Facilities

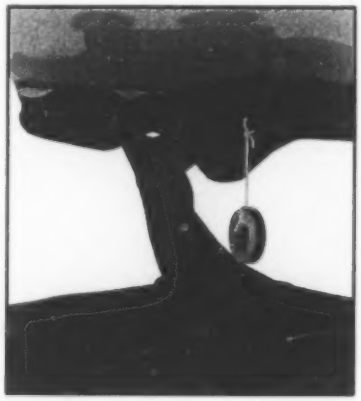
1. Eves will be kept free of cobwebs and other debris.
2. Windows will be cleaned monthly.
3. Replace burned our exterior lighting in a timely manner.
4. Florida Power and Light fixtures shall be reported and repaired in a timely manner.

Grounds

1. Sidewalks will be kept free of weeds and inspected for dangerous conditions monthly.
2. Planters will be maintained in an aesthetic condition by removing trash and unwanted vegetation.
3. Fence lines/backstops will be weed eaten to maintain an aesthetic condition.
4. Tree limbs will not hang below a height of 7 feet in student travel areas.
5. Backstops will be maintained in a state of good repair.
6. Exterior surfaces will be washed annually.
7. Exterior painted surfaces will be maintained in an aesthetic condition.
8. All grass areas immediately surrounding the campus where tractors do not have access will be the responsibility of the custodial staff to include 10' from all obstructions for example (portables, backstops, and fence lines to include adjoining property). Also property lines that border the site shall be weed whacked to allow spraying of herbicide. The grass areas are to be maintained in an aesthetic condition at all times.
9. Remove all trimmed/cut debris to the proper disposal area.

Do not create a harborage for pest and rodents by having an accumulation of debris. This should be disposed of immediately.

10. Grounds will be free of trash and associated debris.



Sports Complexes

Restrooms

1. Will be swept and mopped with a germicidal bacteriostatic cleaner.
2. Lavatories will be free of soap scum, hair, and soap deposits.
3. Fixtures will be free of water spots.
4. Lavatory will be wiped down with germicidal.
5. Toilets and urinals will be free of deposits wiped down with germicidal.
6. Toilets and urinals will be cleaned using bowl cleaner.
7. Towel paper and toilet paper holders will full and free of graffiti.
8. Cobwebs will be removed.
9. Burned out light bulbs and damaged light covers will be replaced in a timely manner.
10. Trash receptacles will be emptied, sanitized, and furnished with new liners.
11. Doors, windows, and mirrors will be free of fingerprints, smudges, and graffiti.
12. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly.

Ticket Office

1. Will be swept inside and out.
2. Doors and windows will be free of fingerprints, smudges, and graffiti.

Stadium Seating

1. Trash and debris will removed in a timely manner.
2. Repairs will be accomplished as needed as a safety factor.
3. Seating will be inspected periodically.

Concession Stands

1. Trash will be removed in a timely manner.
2. Doors and windows will be free of fingerprints, smudges, and graffiti.

Trash Receptacles

1. Trash receptacles will be emptied and liners will be replaced.
2. Entire grounds will be "Policed" for trash and debris after sports events or student usage.

Sports Complexes cont.

Field Houses/Portables

1. Lockers will be free of graffiti.
2. Lockers will be maintained in a safe operational condition at all times.
3. Will be wiped down with germicidal bacteriostatic cleaner.
4. Floors will be mopped at a minimum with a germicidal bacteriostatic cleaner.
5. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
6. Remove cobwebs as they occur.
7. Replace burned out light bulbs in a timely manner.
8. Replace damaged light covers.
9. Walls will be free of soap film.
10. Floors will be free of mold and mildew in tile grout.
11. Shower heads will be operational and mildew free.
12. Entire urinal will be wiped down daily with germicidal.
13. Fixtures will be cleaned and polished daily to remove water deposits.

Exterior

1. All surfaces will be washed annually.
2. Stadium seating will be washed periodically to maintain a sanitary condition.
3. All exteriors painted surfaces will be maintained in an aesthetic condition.
4. Grounds will be free of trash and associated debris.

Walls/Accessories

1. Walls will be free of fingerprints, smudges and graffiti.
2. Soap dispensers will be full and deposit free.
3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily and free of graffiti.

Maintenance/Storage Rooms

Boiler Rooms

1. The floor will be free of debris including corners.
2. Clean vents and louvers as needed.
3. Remove cobwebs as they occur.
4. Replace burned out lamps when discovered.

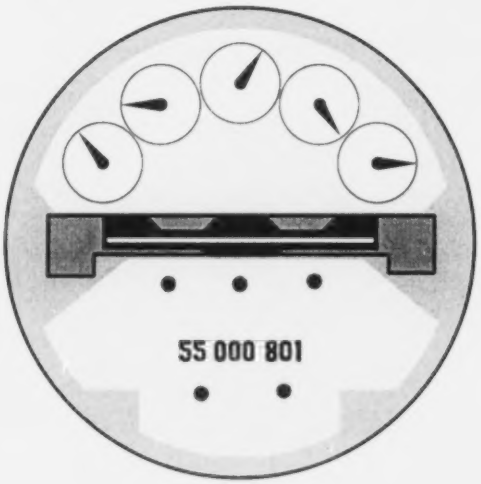
NO STORAGE WILL BE PREMITTED

Maintenance Rooms

1. The floor will be free of debris including corners.
2. Trash receptacles will be emptied daily.
3. Tools and spare parts shall be stored in their proper location.
4. Remove cobwebs as they occur.
5. Replace burned out lamps when discovered.

Custodial Storage Areas

1. Will be maintained neat, clean, and orderly.
2. Supplies will be stored appropriately.
3. Equipment will be stored, and maintained in a clean, safe, and functional state of repair.
4. **All** chemical containers will be labeled in accordance with Federal, State and Local requirements.
5. Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be picked up in a timely manner.



FACILITY CUSTODIAL ASSESSMENT

SCHOOL/ FACILITY _____ **DATE/TIME**_____

GROUNDS

Rating System: **A** - Exceptional **B** - Satisfactory **C** - Below Standards

ITEMS	A	B	C	COMMENTS
Backstops				
Bike Rack Area				
Covered Walks				
Fence Lines				
Lawn				
Parking Lots/Drive				
Planters				
Playgrounds/Courts				
Sidewalks				
Stadium/Playing fields				
Tree Limbs				

EXTERIOR FACILITY

Rating System: **A** - Exceptional **B** - Satisfactory **C** - Below Standards

ITEMS	A	B	C	COMMENTS
Doors				
Eves				
Gates				
Gutters				
Lights				
Mats				
Walls				
Windows				

FACILITY CUSTODIAL ASSESSMENT
(CONTINUATION)

AREAS RM NUMBER	ADMIN	LIBRARY	LOCKERRM	GYM	CAFETERIA
BASE BOARDS					
BK SHELVES					
BLKBOARD					
CABINETS					
CEILING					
CHAIRS/BENCH					
CLOCK					
COMPUTER					
CORNERS					
DESK					
DISPENSER					
DOORS					
DRAINS					
EMER LIGHT					
EXHAUST FAN					
EXIT LIGHTS					
FILE CAB					
FIRE EXTING					
FIXTURES					
FLOOR MATS					
FLOORS					
FOUNTAIN					
LEDGES					
LIGHTS					
LOCKERS					
PANIC HW					
PHONES					
SUPPLIES					
TABLES					
TOILETS					
TROPHY CASE					
TV'S					
URINALS					
VENTS					
WALLS					
WASTE CAN					
WINDOWS					

FACILITY CUSTODIAL ASSESSMENT
(CONTINUATION)

AREAS RM NUMBER	CORRIDOR	RESTROOM	CLASSROOM	CLASSROOM	CLASSROOM
BASE BOARDS					
BK SHELVES					
BLKBOARD					
CABINETS					
CEILING					
CHAIRS					
CLOCK					
COMPUTER					
CORNERS					
DESK					
DISPENSER					
DOORS					
DRAINS					
EMER LIGHT					
EXHAUST FAN					
EXIT LIGHTS					
FILE CAB					
FIRE EXTING					
FIXTURES					
FLOOR MATS					
FLOORS					
FOUNTAIN					
LEDGES					
LIGHTS					
LOCKERS					
PANIC HW					
PHONES					
SHARPENER					
SINKS					
TABLES					
TOILETS					
TV'S					
URINALS					
VENTS					
WALLS					
WASTE CAN					
WINDOWS					

FACILITY CUSTODIAL ASSESSMENT
(CONTINUATION)

CUSTODIAL ROOM # [#]

HOUSEKEEPING EQUIPMENT AND SUPPLIES

A.	**Equipment maintained**	
	1. Organized	YES/NO
	2. Approved	YES/NO
	3. Serviceable	YES/NO
	4. Stored Properly	YES/NO
B.	**Supplies**	
	1. Organized (Stored Properly)	YES/NO
	2. Labeled	YES/NO
	3. Inventory Maintained	YES/NO
	4. Approved	YES/NO
C.	**Custodial Room**	
	1. Clean	YES/NO
	2. Organized	YES/NO
	3. Lights	YES/NO

COMMENTS

FACILITY CUSTODIAL ASSESSMENT
(Continuation)

GENERAL MAINTENANCE

A. Work Order log on file	YES/NO
B. Follow-up action being accomplished	YES/NO
C. HVAC Filter log on file	YES/NO
D. Maintenance log for A/C service calls on file	YES/NO
E. Containers labeled	YES/NO
F. MSDS's on file for **ALL** chemicals in use	YES/NO
G. Integrated Pest Management procedures being accomplished	YES/NO
H. Inventory of materials and supplies sufficient	YES/NO
I. Fire extinguisher log	YES/NO
J. Preventive maintenance sheets	YES/NO
K. Small Engine Log	YES/NO

COMMENTS

FACILITY CUSTODIAL ASSESSMENT
(Continuation)

GENERAL ASSESSMENT OF SCHOOL

NOTEWORTHY AREAS

LEGEND

DU- Dusty	CW- Cobwebs	SV- Service Needed
DI- Dirty	WX- Needs Wax	WA- Needs Washing
NE-Not Emptied	√- Satisfactory	NV- Needs Vacuuming
NS- Not Sanitized	L- Littered	N/A-Not Applicable
S- Smear or Stained	R- Repair Needed	NF-Not Filled
SW- Not Swept		

Training Head/ Head Custodian_____

Administrative Representative_____ _____

Custodial Services Representative_____ _____

Custodial Supervisor _____

Emergency Lighting Inspection Log

	CONDITION			CONDITION			
1998	O.K.	OTHER	INIT.	O.K.	OTHER	INIT.	**1999**
JAN.							JAN.
FEB.							FEB.
MAR.							MAR.
APR.							APR.
MAY.							MAY.
JUNE.							JUNE.
JULY.							JULY.
AUG.							AUG.
SEPT.							SEPT.
OCT.							OCT.
NOV.							NOV.
DEC.							DEC.
2000	O.K.	OTHER	INIT.	O.K.	OTHER	INIT.	**2001**
JAN.							JAN.
FEB.							FEB.
MAR.							MAR.
APR.							APR.
MAY.							MAY
JUNE.							JUNE.
JULY.							JULY.
AUG.							AUG.
SEPT.							SEPT.
OCT.							OCT.
NOV.							NOV.
DEC.							DEC.

Fire Extinguisher Inspection Log

	CONDITION			CONDITION			
1998	O.K.	OTHER	INIT.	O.K.	OTHER	INIT.	**1999**
JAN.							JAN.
FEB.							FEB.
MAR.							MAR.
APR.							APR.
MAY.							MAY.
JUNE.							JUNE.
JULY.							JULY.
AUG.							AUG.
SEPT.							SEPT.
OCT.							OCT.
NOV.							NOV.
DEC.							DEC.
2000	O.K.	OTHER	INIT.	O.K.	OTHER	INIT.	**2001**
JAN.							JAN.
FEB.							FEB.
MAR.							MAR.
APR.							APR.
MAY.							MAY
JUNE.							JUNE.
JULY.							JULY.
AUG.							AUG.
SEPT.							SEPT.
OCT.							OCT.
NOV.							NOV.
DEC.							DEC.

AIR CONDITIONER MAINTENANCE / SERVICE LOG

UNIT #_____ **LOCATION**_____

PERIODIC

FILTER CHANGE/DRAIN PAN INSPECTION **PREVENTATIVE MAINTENANCE**

DATE	CUSTODIAN	DATE	MAINTENANCE

ROUTINE MAINTENANCE

W/O #_____ **DESC**_____

_____

_____**OPEN/CLOSED**

W/O #_____**DESC**_____

_____

_____**OPEN/CLOSED**

W/O #_____**DESC**_____

_____

_____**OPEN/CLOSED**

W/O #_____**DESC**_____

_____

_____**OPEN/CLOSED**

Monthly Custodial Preventative Maintenance Sheet

Date_____ School_____
Month of _____

	ADEQUATE	DEFICIENT
1. All air conditioning filters inspected and replaced within defined time.	_____	_____
2. All emergency lighting inspected and operational	_____	_____
3. All exit lighting inspected and operational	_____	_____
4. All sidewalks inspected and free of cracks and/ or damage	_____	_____
5. All fence lines and trees inspected,free of hanging branches or hazards	_____	_____
6. All lawn equipment inspected and properly maintained and serviced	_____	_____
7. All driveways inspected and free of pot holes or damage	_____	_____
8. All door closures inspected and in proper working order	_____	_____
9. All door stops inspected and catch devices in proper working order	_____	_____
10. All panic hardware, hinges and door knobs inspected and in proper working order	_____	_____
11. All room numbers and emergency evacuation charts present	_____	_____
12. All lighting in proper working order	_____	_____
13. All ceiling tiles and t-bars in place and free of evidence of water damage	_____	_____
14. All time clocks with proper time settings	_____	_____
15. Roof free of debris and damage	_____	_____
16. All roof drains inspected and free of clogs and debris	_____	_____
17. All flooring inspected and properly maintained	_____	_____
18. All restroom fixtures inspected and in working order	_____	_____
19. Fire alarm system tested and in proper working order (**pullstation location _____**)	_____	_____
20. All fire extinguishers in proper working order and present	_____	_____
21. All tools and equipment inspected for proper storage and working order	_____	_____
22. Floor drains and traps inspected and filled with water	_____	_____
23. Floor tile, ceramic tile and wall tile inspected and free of breakage	_____	_____
24. Gas shut offs, valves, water gate valves, pumps and cooling towers inspected andfree of unusual damage or sounds	_____	_____
25. Electrical outlets inspected for loose receptacles and plates	_____	_____

PROVIDE COMMENTS BELOW FOR EACH DEFICIENT ITEM WITH SPECIFIC LOCATION AND EXPECTED CORRECTION DATE:

_____

_____

_____

_____

SIGNATURE _____

SMALL ENGINE MAINTENANCE LOG

PM Service Description

EQUIPMENT DESCRIPTION	PROBLEM	OK	ACTION TAKEN	COMPLETED

NON-DISCRIMINATION NOTICE

It is the policy of the School Board of Brevard County to offer the opportunity to students to participate in appropriate programs, and activities without regard to race, color, religion, national origin, sex, disability, marital status or age, except as otherwise provided by Florida State Law. A student having a grievance concerning discrimination may contact:

Dr. Daniel T. Schmarre Equity Coordinator Deputy Superintendent Division of School Operations	Carolyn Ellis Director, Secondary Education	Ms. Eva Lewis, Director ESE Program Support Services ADA/Section 504 Coordinator

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

It is the policy of the School Board of Brevard County not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, participation and membership in professional or political organizations, marital status, age, or disability. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment. An employee or applicant having a grievance concerning employment may contact:

Mr. Leroy A. Berry Assistant Superintendent Human Resources Services	Ms. Ann-Marie Brush, Director Human Resources Services and Labor Relations	Ms. Eva Lewis, Director ESE Program Support ADA/Section 504 Coordinator

School Board of Brevard County
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Viera, Florida 32940-6699
(407) 631-1911

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Custodial Standards of the Brevard County (FL) Public Schools
http://www.brevard.k12.fl.us/org/Eh&s/cstandards912.PDF